

LEVEL I – STUDY PLAN

Categories & Requirements	Course Title or Subject Matter	Contact Hours	Educational Source	Date of Completion
Communication Skills (12 hours in min. 2 course titles)				
Computer Skills or Technical Skills (12 hours in min. 2 course titles)				
Personnel Mgmt or Organizational Mgmt (9 hours)				
Personal Development (6 hours)				
Elective (3 hours)				

Participant must complete a total of 42 contact hours

Total hours

Fill out additional forms as needed

Print Name: _____

Member # _____

Signature: _____

Date: _____

Approved by: _____

Manager/Supervisor (printed)

Manager/Supervisor signature